Garden Lakes HOA, Inc. - Annual Parking Permit Sticker Request Form

All information must be complete and legible.

Garden Lakes Address: _____

Unit Owner Name(s):_____ Unit Owner Phone Number: _____

Unit Owner E-mail Address(es):_____ Unit Owner Alt. Phone Number: _____

I authorize Garden Lakes HOA to send me e-mails for association business.

X_____ **Signature** **X**_____ **Date**

Tenant Name(s):_____ Tenant(s) Phone Number(s):_____

Lease Term; Start Date: _____ End Date: _____

Tenant E-mail Address(es):_____ Tenant Alt. Phone Number: _____

I authorize Garden Lakes HOA to send me e-mails for association business.

X_____ **Signature** **X**_____ **Date**

Check list in order to receive parking permit sticker(s)

1. **Form and Policy sheets to be signed, printed name and dated by the unit owner and the tenant (if one exists) of the property.**
2. **Provide a copy of the following for verification of ownership/tenancy :**
   a. **Driver's license OR photo ID and utility bill**
   b. **If applicable, a copy of the valid, current lease to have on file at the Management office.**

ACTIVATE- LIST VEHICLES AUTHORIZED TO RECEIVE PERMIT STICKER

Vehicle Owners Printed Last Name, First Name				Status (owner, child, partner, tenant, etc.)		
Make	Model	Year	Color	License Plate #	State	Permit sticker#

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Permit Sticker Policy

1) **Permit stickers will be issued at the Garden Lakes office and affixed by Garden Lakes Personnel.**
2) **Stickers are valid for up to one (1) year. All stickers expire on June 30th. Stickers acquired during the year will pay a pro-rated rate.**
3) **Registration for the next year's stickers begins June 1st and must be completed by July 1st.**
4) **Vehicles must park 'front-in' to allow the parking sticker to be easily seen.**
5) **Each unit is entitled up to (2) parking stickers at $6.00 each. If you only have one vehicle you are only eligible to have (1) parking sticker.**
   - **If you have an additional vehicle you can do one of the following:**
     - **i. Make arrangements with a Unit Owner who only has one vehicle registered and is only using one of their parking spaces. Have that Unit owner fill out the registration form and state on that form that an "additional car from unit _____ has been given permission to use their additional space". The vehicle can only park in either of the two spots to the unit they have been assigned to. The cost for that parking sticker is $24.00.**
     - **ii. If you are unable to make arrangements with another Unit Owner for use of their parking space, please contact the office.**
6) **If you change vehicles, you must register the new vehicle to receive a new sticker. <u>Permit stickers are not transferable. Vehicles with improperly transferred stickers will be subject to towing.</u>**
7) **Permit stickers will not be issued to guests or vendors. Guests staying for more than 72 hours must register at the office to receive a guest pass and must park in guest parking.**
8) **TOWING POLICY: Violations as listed below will result in vehicle tow.**
   - **a. Vehicles parked in assigned parking spaces without a permit sticker or an improperly transferred permit sticker.**
   - **b. Unauthorized vehicles <u>at any time of day</u>:**
     1. **RV's**
     2. **Boats- motorized or other**
     3. **Campers**
     4. **Trailers**
     5. **Residents parking commercial vehicles must check in with the Property Manager.**
   - **c. Unauthorized vehicles <u>between 9pm and 7am</u>:**
     1. **Commercial Vehicles**
     2. **Pickup trucks**
     3. **Motorcycles**
   - **d. Any vehicle that has expired tag.**
   - **e. Any vehicles parked on the grass**
   - **f. Any vehicles not parked in an appropriate parking spot.**

I acknowledge and agree to the above sticker and towing policies:

X_____ Signature X_____ Date

Unit owner

X_____ Signature X_____ Date

Tenant(s)